

	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by: F. Ferreira
	GIP	Checked by: D. Martins
		Originator: R. Francisco
		Issue date : 6 April 2022
Revision : 1		
Position Title : Logistic Intern Directorate : Human Resource, Training, Admin and Logistic Position line reports to : Logistic Manager		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT).

The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation, processing and distribution of petroleum natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor – Leste. As a public institution ANPM runs several programs to provide assistance for Timorese - National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them to real work practice and work life to be a professional employees in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1 To gain experience about the role and function of the Logistic roles;
- 2.2 To capacitate the development of the GIP skills, knowledge, and experience and be ready to expose to the real workplace environment;

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the internship period;
- 3.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc;
- 3.3 Gain knowledge in the area of Logistic on how to register Item to the Logistic Online Request;
- 3.4 Obtain knowledge on how to conduct asset register and verification as well as disposal and auction;
- 3.5 Learn how to file the documents in hardcopies and softcopies as well as how to store in filling system;

- 3.6 Attain understanding on how organize meeting such as send invitation, booking room and taking minutes as well as follow up action;
- 3.7 Gain knowledge on how to manage vehicle, fuel consumption, driver movement and car logbook process;
- 3.8 Learn on how to conduct building maintenance including electricity, aircon, generator and other tasks under Logistic;
- 3.9 Expand basic understanding on the procurement tender process such as drafting Request for Proposal/Quotation, participate in the panel meeting, fill up evaluation matrix and on how project owner reviews the comparison table and recommendation memo;
- 3.10 Obtain knowledge and involve directly on the preparation for field trip, expo and any other ANPM events;

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1 Must be Timor – Leste Nationality;
- 4.2 Tertiary Qualification in Technical Engineering, Mechanical Engineering, Civil and Construction Engineering, Electrical Engineering ;
- 4.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.4 Has no graduate internship program experiences before at any institutions;
- 4.5 Has no professional working experiences before in any institutions more than a year;
- 4.6 Ability to communicate well in English (written and verbal);
- 4.7 A high degree of self motivation, time management, use initiative and set targets;
- 4.8 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.9 High degree of computer literacy.